

# UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT

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### PLEASE TAKE NOTICE THAT:

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- To protect personal privacy, parties should not include, or should partially redact where inclusion is necessary, the following personal data identifiers from documents prepared for initial filing with this Court, particularly where those identifiers may be made available in electronic form:
  - **Social Security Numbers.** If an individual's social security number must be included, only the last four digits of that number should be used.
  - **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
  - **Dates of Birth.** If an individual's date of birth must be included, only the year should be used.
  - **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
  - **Home Addresses in Criminal Cases.** If a home address must be included, only the city and state should be listed.
- If the caption of the case contains any of the personal data identifiers listed above, the parties should file a motion to amend caption to redact the identifier.
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- Parties should exercise caution in including other sensitive personal data in their filings, such as personal identifying numbers, medical records, employment history, individual financial information, and proprietary or trade secret information.